

Board Meeting Paper**Mar 17 BM D 2.1.2**

Purpose of report

☐ Decision¹
☐ Discussion / debate
☒ Information only²

Sensitive Information?

☐ Yes
☒ No

If sensitive, protective marking³

Date of Meeting 16 March 2017

Agenda Item D 2.1.2

Report Title 2017-18 Budget

Sponsor Nigel Holden

Author(s) Nigel Holden / Shahid Mohammed

**1. Summary**

Update on the Budget for 2017-18

2. Recommendations or decision required

The Board are asked to note the provisional budget allocation for 2017-18 set out in Annex A and summarised below together with the main assumptions used in preparing the budgets which supports the Workplan for 2017-18.

3. Further details**Summary of provisional budgets**

2017-18 £000's	Grant in aid funded			Separately funded activities
	Total	Passengers	Road users	
Fixed pay (staff, and board)	2,794	2,191	603	428
Fixed overheads (rent, rates and overheads)	731	581	150	77
Variable overheads (travel and subsistence, training, telephones and postage)	405	315	90	46
Total running costs	3,930	3,087	843	551
Projects (net costs)				
National transport user surveys	1,599	947	652	-
Contact centre	135	135	-	-
Technical advice (safety, European)	6	6	-	-
Research and other projects	381	131	250	141
Total projects	2,121	1,219	902	141
Total Expenditure	6,051	4,306	1,745	692
Forecast outturn for 2016-17	7,341	5,039^a	2,302^b	695

Notes

^a This figure includes £220,000 of additional funding provided for setting up the Rail passenger redress scheme, and additional costs following the doubling of rail passenger appeals.

^b This figure includes £417,000 of funding carried forward from 2015-16

¹If a decision is required, or you are asking for the paper to be formally noted, please set this out in section 2

² If for information only, please make clear in section 1 **why** this information is being provided

³ ie **OFFICIAL-SENSITIVE** plus COMMERCIAL / POLICY / MANAGEMENT-STAFF / PERSONAL PROTECT

Main budget assumption for 2017-18

The main assumptions for the 2017-18 budgets are as follows:

- The allocation of costs between Passenger representation and Strategic road user representation has been based on the 2016-17 staffing allocation and known changes
- Budgeted costs for the Passenger contact team and Call Centre reflect the current increased levels of casework
- In line with public sector pay guidance pay increases will be capped at 1% for 2017-18
- Contracted costs will increase by no more than 2% in 2017-18
- Separately funded activities are:
 - DfT Franchising – awaiting confirmation but assumed to be up to £300,000 (2016-17 : £320,000)
 - High Speed 2 passenger panel – awaiting confirmation but assumed to be £75,000 (2016-17 : £103,000)
 - Great Western Railways funded passenger priorities post - £87,000 plus additional funding for any agreed insight activities (2016-17 : £84,000)
 - Govia Thameslink Railways funded passenger priorities post - £41,000 plus additional funding for any agreed insight activities (2016-17 : £40,000)
 - Arriva Northern / Trans Pennine funded passenger priorities post - £52,000 plus additional funding for any agreed insight activities (2016-17 : £50,000)
 - Greater Anglia funded passenger priorities post - £35,000
 - ATOC funded passenger information – awaiting confirmation but assumed to be £100,000 plus additional funding for any agreed insight activities (2016-17 : £100,000)

Next steps

The budget allocations for teams and cost centres will be finalised so the annual budget delegation letters can be issued to Budget holders.

4. Implications – Financial, Risk, Legal, Staffing

1. Financial

The provisional budget allocation is considered adequate to deliver the deliver the workplan commitments for 2017-18.

2. Risk

The main risks associated with this paper are:

The current workplan commitments will fully utilise the budgets for 2017-18 so any emerging priorities will mean reprioritising our work, or generating separate funding for those activities. This risk will be managed through regular workplan and budget tracking and reporting to ensure we are able to identify any changes required.

3. Legal

There are no specific legal issues arising from this paper

4. Staffing

There are no specific staffing issues arising directly from this paper.

5. Background information

Description	Connect Link

6. Equalities screen

Sometimes, an equalities impact assessment (EIA) is required for a given report, proposal or project. To help decide whether an EIA is required, a screen must be undertaken based on the information provided above. The screen seeks answers to four questions which are used to determine impact on the protected characteristics – major, minor or none (default). Please choose the correct impact value and, if **major**, link it to an explanation below.

Gender	Age	Sexual orient'n	Disability	Marital status	Political belief	Religious belief	Racial group
1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?							
None	None	None	None	None	None	None	None
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?							
None	None	None	None	None	None	None	None
3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?							
					None	None	None
4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?							
					None	None	None

Summary of **major** impacts

1	No equalities impact from this paper
2	
3	
4	

Conclusion (the board's consideration of this paper may result in a change of conclusion)

Based on the information above, and having regard to the guidance below, the sponsor and author of this paper agree that (✓)	
(a) A full equalities impact assessment is not required	✓
(b) A full equalities impact assessment is not required at this time but the impact values above suggest the matter should be kept under view during the lifetime of the project	
(c) A full equalities impact assessment is required and should be completed during the lifetime of the project	
(d) A full equalities impact assessment is required and should be completed immediately	
Please provide a brief explanation of why you have arrived at this conclusion	
<p><i>The proposal has little no relevance to equality of opportunity or good relations and / or is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.</i></p>	